

S.No	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	5628/R	Indo-Russian DST Reswarch Project,Dr. B.C. Yadav,DAP	FO	15/1/2016	FO	16/1/2016	Need discuss
2	3855/R	UIET -Imprest file	FO	15/1/2016	FO	16/1/2016	अनुमोदित अगर नियमानुसार है ।
3	7525/R	JFR Payment Ms. Maya Bharti, DPS	FO	15/1/2016	FO	16/1/2016	अनुमोदित अगर नियमानुसार है ।
4	6878/R	Consultoncy Project G. Water, Dr.Venkatesh Dutta, DES	FO	15/1/2016	FO	16/1/2016	अनुमोदित अगर नियमानुसार है ।
5	_	Degree certificate - Vol-III	R	16/1/2016	R	16/1/2016	yes as per rule
6	_	Vith convocation, Transport & Accomodation Committee	R	16/1/2016	FO	16/1/2016	As disscused, Please get the list of VVIPs for
7	_	One confidential file of Result Notification, Dec. - 2015, Vol-II in a closed envelope	COE office	16/1/2016	COE office	16/1/2016	Confidential
8	_	B.P.G.S. (II), Deptt. of History	R	16/1/2016	R	16/1/2016	yes as per rule
9	_	MoU File, BRAUSS & BBAU		16/1/2016	R	16/1/2016	please propose claim for AC
10	_	Vith convocation, Transport & Accomodation Committee	R	16/1/2016	R	16/1/2016	Ok as per rules